

Energy Star Schools Worksheet

For collecting information for input to the Energy Star WEB Portfolio Manager

IMPORTANT

Before proceeding please copy your "user name" and "password" from the envelope used to mail this packet to you below:

User Name: _____

Password: _____

Start by determining if your building is eligible. Below is a checklist for determining eligibility for a K-12 building. All items must be checked for the building to qualify.

Eligibility Checklist Energy Star School

The building must:

- ☐ be at least 5,000 square feet in size
- ☐ be primarily used for academic instruction including Kindergarten, Elementary, Junior High, and Senior High
- ☐ have been occupied for at least 9 of the last 12 months
- ☐ have at least 50% of its gross square footage designated for primary (K-12) space and no more than 10% of its gross square footage designated as computer data center space
- ☐ contain only eligible primary and secondary space types.
Eligible secondary space types include: computer data center, parking garage, and parking lot
- ☐ be occupied and in use at least 35 hours per week.
Do not include hours when the building is occupied only by maintenance, security, or other support personnel. For buildings with a variable schedule over the course of a year, show the total weekly hours for the schedule most often followed. Minimum: 35 hours/week. Maximum: 168 hours/week
- ☐ have energy consumption data for one year (+/- 45 days).

If your building is eligible then start collecting your data. Contact Information is first.

Contact Information

First Name	_____	
Last Name	_____	
Prefix	Mr. / Mrs. / Ms.	circle one
Title	_____	examples: Principal, Teacher, Student
Organization	_____	name of school and district
Address	_____	
City	_____	
State	WA	
Zip	_____	five or nine digit Zip code
Phone	_____	include area code
Fax	_____	include area code
E-mail	_____	

Next collect information about your building.

Building Information

Building Name	_____	no more than 60 characters
Building Address	_____	
City	_____	
State	WA	
Zip	_____	5 digit Zip code ONLY
Year Built	_____	
Start Date	____/____/____	today's date mm//dd/yyyy
Floor Space	_____ Square Feet	
Vacancy Rate	____ 0 %	Most schools should enter 0 (zero) for this variable. If you have extensive remodeling or renovation which left significant portions of you building vacant over the past year you can include that here.

Space Type	K-12	must be K-12
Space Name		must be same as "Building Name" (above)
Start Date	/ /	must be same as "Start Date" (above)
Floor Space	Square Feet	must be same as "Floor Space" (above) Number of hours the school is open in a normal week. Do not include hours when the building is occupied only by maintenance, security, or other support personnel. For buildings with a variable schedule over the course of a year, show the total weekly hours for the schedule most often followed. Minimum: 35 hours/week Maximum: 168 hours /week
Weekly Operating Hours	hours	
Number of Students		Average number of students over the course of the school year. Mark "yes" if any space in the building is used for food preparation and serving areas as well as cafeterias where food is brought in and kept warm with steam tables or other warming devices.
Kitchen or Eating Facility?	no / yes	Mark "no" if you only have "lounge" areas with microwave or other food preparation equipment or vending machines.
% Air Conditioning	%	Percent of building with air conditioning. Enter a whole number. Must be between 0 and 100. Air-conditioning refers to the conditioning of room air for human comfort by a refrigeration unit such as an air-conditioner, heat pump, chiller, or packaged air conditioning units. The use of fans or blowers by themselves, without chilled air or water, to circulate air is not considered air-conditioning.
Months Used	months	Number of months the building was used in the last 12 months
Swimming Pool including in building energy use?	no / yes	mark yes if pool energy use is included in your energy data
School District Name		

Finally, collect energy-use information for your building.

Energy Information

Up to three separate energy sources can be entered for each building so we have provided three blank energy data sets. Each set contains 12 data entry rows so that you can enter monthly information for one year. If your information is for bi-monthly data you will only need to use six rows to enter your data.

Building Name

enter no more than 60 characters

Energy Source 1

Energy meter ID

enter no more than 20 characters

Energy Type

see table below for allowable types

Energy Units

see table below for allowable units

<u>Start Date</u>	<u>End Date</u>	<u>Energy Consumption</u>	<u>Energy Costs</u>
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$
/ /	/ /		\$

For Energy Type and Units
please use the following entries:

Energy Type

Allowable Units

Electricity

kWh, kBtu, mBtu, mWh

Gas

ccf, therms, kBtu, kcf, mcf, mBtu

Oil

gal, kBtu, mBtu

Liquid Propane

gal, cubic feet, kcf, kBtu, mBtu

Steam

lbs, klbs, mlbs, kBtu, mBtu

Chilled Water

ton hours, daily tons, gal, kBtu, mBtu

Wood

tons, kBtu

